

TAB

CONFIDENTIAL

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010017-4

26 February 1964

MEMORANDUM FOR: The Record

Minimal Awards Meeting held on 26 February 1964
in Room 5 E 62, Headquarters. The meeting was chaired by

25X1A



A total of 16 cases^{*} were considered.

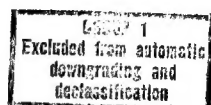
Approved - 1 Letter of Appreciation
7 Cases resulting in 11 Certificates of
Appreciation
8 Cash Awards totaling \$165.00

*Note: In addition to the cases attached, the Letter of Appreciation
was approved for [REDACTED] (64-152) and a Certificate
of Appreciation to [REDACTED] (64-223)

25X1A

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010017-4

CONFIDENTIAL



FOR INTERNAL USE ONLY

26 FEB 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 62-151: dated 25 October 1961

STATINTL

Geographer, GS-13
ORR, DD/I

A. Summary of Suggestion

Construction of a shelf-set insert which provides needed storage space in the new style desks and which blends with the decor has been fabricated by the suggester and is in use in Room 3 E 58A. It offers two shelves approximately 17" long by 12" deep and is situated in space that has no value for other purposes. The entire unit is easily positioned in less than 5 seconds and requires no screws, bolts, or other means of attachment. Materials costing less than \$1.00 at retail prices were used in its construction. Suggester proposed that shelf sets be made available as a routine supply item to free expensive safe space and remove inefficient and unsightly desk-top clutter. (See sketch attached.)

B. Summary of Evaluation

20 November 1963, OL reported that a group of these shelves had been constructed by the Carpenter Shop, GSA, and made available in the Building Supply Office with a sign stating their use and that they were the result of an Employee Suggestion. If and when new requests come in, the shelves will be constructed by the Carpenter Shop.

4 February 1964, Suggester reported that he obtained additional sets from the Supply Room for use in his immediate area.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 Award based on Intangible benefits (SLIGHT/LIMITED) and publication in the Supply Bulletin.

D. Decision of the Chairman

STATINTL

Chairman, Suggestion Awards Committee

26 February 1964

Date

\$25.00
Award

FOR INTERNAL USE ONLY

CIA INTERNAL USE ONLY

26 FEB 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

STATINTL

SUGGESTION No. 62-253: dated 13 February 1962
[REDACTED] Commo., GS-11
OC, ED/S

A. Summary of Suggestion

See attached report of action taken on this suggestion at Minimal Awards Meeting 15 October 1962 at which \$50.00 was paid.

B. Summary of Evaluation

Navy Department adopted suggestion and recommends an award of \$25.00.

C. Recommendation of the Executive Secretary

\$25.00 Award based on intangible benefits (SLIGHT/LIMITED)

D. Decision of the Chairman

STATINTL

A/ [REDACTED]
Chairman, Suggestion Awards Committee

\$25.00
Award

26 Feb 64
Date

CIA INTERNAL USE ONLY

CONFIDENTIAL ONLY

15 OCT 1962

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 62-253: dated 13 February 1962

STATINTL

**[REDACTED] Commo. Spec., GS-11
CC, DD/S**

A. Summary of Suggestion

Suggester proposed that a flashing red light be installed upon or within the GPT-750 radio transmitter as a safety first modification to remind the technician of the danger of contact with this high voltage while performing the general maintenance of these transmitters.

B. Summary of Evaluation

CC recommended adoption 19 March 1962.

The GPT-750 transmitter is standard military and commercial unit and as such meets normal safety standards. The suggested modification should reduce the possibility of injury or death as a result of electrical shock on the part of the man performing maintenance.

On 5 October 1962, CC Engineering Staff reported the safety device is henceforth a standard required modification.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50.00 Award based on Intangible benefits (SLIGHT/LOCAL).

D. Decision of the Chairman

STATINTL

15/ [REDACTED]
Chairman, Suggestion Awards Committee

\$50.00
Award

15 Oct '62
Date

Chairman recommended referral to other Government Agencies, Commercial Concerns and review for possible Invention Award consideration.

CONFIDENTIAL ONLY

ADMINISTRATIVE

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010017-4

INTERNAL USE ONLY

26 FEB 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 63-133: dated 18 December 1962
[REDACTED], Ops Officer, GS-12
OPSER, DD/P

STATINTL

A. Summary of Suggestion

Suggester proposed the installation of overhead combination heat and light fixtures (radiating heat reflectors) along the length of the over-hang at the main bus stop at Headquarters to provide comfort for persons waiting during the cold months.

B. Summary of Evaluation

22 January 1964 OL/LSD says a total of 6 fixtures were installed which operate after normal business hours.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$15.00 Award based on intangible benefits. (SLIGHT-LIMITED)

D. Decision of the Chairman

STATINTL

[REDACTED]
Chairman, Suggestion Awards Committee

\$15.00
Award

26 Feb 64
Date

ADMINISTRATIVE

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010017-4

INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010017-4

RECEIVED 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 63-174: dated 5 February 1963

STATINTL

[REDACTED] Intelligence Officer, GS-12
SR, DD/P

A. Summary of Suggestion

Suggester proposed the use of Agency Personnel for the translation of Foreign language documents. The suggester pointed out that people like himself are much more qualified for this type of work than dependents who may be rusty with languages.

B. Summary of Evaluation

On 19 February 1963 Deputy Chief, Foreign Documents Division reported that for the past five years the [REDACTED] has been utilizing the linguistic skills of Agency personnel to accomplish required translation of unclassified documentary materials.

On 29 October 1963 Chief, SR/Reports & Requirements concurred in Chief, FDD'S evaluation.

FDD asked OP to issue an Employee Bulletin because of their need for translators. The bulletin was issued 29 October 1963.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of Chairman

STATINTL

A/ [REDACTED]
Chairman, Suggestion Awards Committee

C. J. A.
Award

26 Feb 64

Date

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010017-4

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010017-4

26 FEB 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-38: dated 8 August 1963
[REDACTED] Receptionist, GS-4
OS, DD/S

STATINTL

A. Summary of Suggestion

Suggester proposed that signs be installed at the Northeast and Southwest entrances to the Headquarters Building designating the entrance location and the reception room.

B. Summary of Evaluation

On 17 October 1963, Office of Logistics reported that a work order has been written to PBS requesting installation of signs as suggested for Northeast and Southwest reception rooms.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of Chairman

STATINTL

[REDACTED]
Chairman, Suggestion Awards Committee

C. J. A.
Award

26 Feb 64
Date

25X1C

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010017-4

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010017-4

SECRET

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010017-4

SUGGESTION NO. 64-65 Continued

D. Decision of Chairman

25X1A



Chairman, Suggestion Awards Committee

\$25.00

Award

26 Feb 64
Date

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010017-4

SECRET

25X1A

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010017-4

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010017-4

CIA INTERNAL USE ONLY

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010017-4

26 FEB 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-90: dated 3 October 1963

Reports & Requirements Officer

GS-14

DD/P

A. Summary of Suggestion

Suggester proposed the use of different color page inserts with tabs to indicate the titles for chapter breakdowns in the

25X1A

Further, that in the future the Table of Contents be typed on these colored pages and assembled at the front of the manuals. Thus, there will be a complete breakdown of information available in one place.

B. Summary of Evaluation

Chief, Publications Control Group, DDP, states that they are now printing a detailed Table of Contents which will appear at the beginning of the handbook. They are also using colored dividers of a slightly heavier stock than the pages of the handbook which will carry only the chapter identification. These will precede each chapter. The tabs will not be used because there are only 4 chapters.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25 Award based on Intangible benefits (SLIGHT/LOCAL).

D. Decision of Chairman

Chairman, Suggestion Awards Committee

Award

Date

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010017-4

CIA INTERNAL USE ONLY

ADMINISTRATIVE

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010017-4

INTERNAL USE ONLY

26 FEB 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-118: dated 13 November 1963
[REDACTED] Secretary-Steno, GS-7
MS, DD/S

STATINTL

A. Summary of Suggestion

Suggester proposed that Form 504 "Psychiatric Staff Disposition Form" be printed in a two-page set on NCR paper and that the second page be pre-printed to include "FILE IN CLINICAL DIVISION FOLDER" to eliminate the possibility of a Psychiatric Staff disposition being overlooked by a reviewing official or both copies of the form being filed in the same folder.

B. Summary of Evaluation

Chief, Records Administration Staff reported a new form would be printed and in use early in 1964. As an extension of the proposal, an unofficial psychiatric report form has been combined with the revised Psychiatric Staff Disposition Form No. 504.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$15 Award based on intangible benefits (SLIGHT/LIMITED).

D. Decision of the Chairman

STATINTL

[REDACTED]

Chairman, Suggestion Awards Committee

\$15.00

Award

26 Feb 64

Date

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010017-4

ADMINISTRATIVE
INTERNAL USE ONLY

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 64-128: dated 6 December 1963
[REDACTED] Wire Equipment Tech. GS-9
OC, DD/S

A. Summary of Suggestion

Suggester proposed that an "Equipment Information Manual" be made on all common communications equipment such as transmitters, receivers, teletypes etc., to include stock number, width, height, depth, cube, weight, watts of power, and operating voltages. Such a manual would give an engineer planning an installation complete information for determining power requirements, air conditioning requirements, floor loading, shipping requirements, and stock numbers which would save many hours of searching and calculating for each individual requirement.

B. Summary of Evaluation

Chief, OC-E noted that most of the data considered in this suggestion has been compiled in a brochure by the Headquarters Engineering Staff. This is available to personnel concerned with site planning and preparation. However, one or two of the categories described in this suggestion have merit and should be added to presently existing equipment information charts.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$15.00 Award based on SLIGHT/LIMITED benefits.

D. Decision of Chairman

STATINTL

[REDACTED]
A/ Chairman, Suggestion Awards Committee

15
Award

26 Feb 64
Date

ADMINISTRATIVE
INTERNAL USE ONLY

26 FEB 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-137: dated 30 April 1963

Officer, GS-13

FDD, DD/T

STATINTL

A. Summary of Suggestion

Suggester proposed that OP conduct a survey to develop the available skills and talents from members of the immediate families of Agency employees.

B. Summary of Evaluation

OP issued an employee bulletin because of the need for translators. Such a bulletin was issued on 29 October 1963.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of Chairman

Chairman, Suggestion Awards Committee

C. J. A.
Award

26 Feb '64
Date

STATINTL

ADMINISTRATIVE
INTERNAL USE ONLY

ILLEGIB

Headquarters
EMPLOYEE BULLETIN

29 October 1963

CONTRACT TRANSLATORS

1. The purpose of this bulletin is to solicit applications from members of your household who have knowledge of a foreign language.

2. Periodically, the Agency has need for contract translators on an intermittent basis. Some of the work would be done in Agency buildings; other work could be done at home. Pay is based on a word rate. Reading and writing ability in all languages can be used.

3. Please have interested candidates complete Form 444a, Personal Résumé, and submit it to the Placement Branch, Personnel Operations Division, Office of Personnel. The forms may be obtained from your personnel officer or from the Placement Branch.

4. Inquiries may be directed to [REDACTED] extension 6585.

STATINTL

ILLEGIB

DISTRIBUTION: ALL EMPLOYEES

CIA INTERNAL USE ONLY

26 FEB 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NOS. 64-154: dated 18 November 1963
[REDACTED], Analyst, GS-7
FI, DD/P

64-155: dated 17 December 1963
[REDACTED] Personnel Officer, GS-10
FI, DD/P

STATINTL

STATINTL

A. Summary of Suggestions

Suggesters proposed the installation of coat hanging facilities at the main (South) cafeteria.

B. Summary of Evaluation

20 January 1964, OL reported that during the initial design of the building and the cafeteria, coat hanging facilities were planned for, but that the suggestions served as a reminder to procure and install the needed coat hangers.

C. Recommendation of Executive Secretary

1. Not in line-of-duty
2. Certificates of Appreciation

D. Decision of the Chairman

STATINTL

[REDACTED]
Chairman, Suggestion Award Committee

C of A to both
Award

26 Feb '64
Date

CIA INTERNAL USE ONLY

26 FEB 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-167: dated 31 January 1964
[REDACTED], Security Clerk, GS-6
OS, DD/S

STATINTL

A. Summary of Suggestion

Suggester proposed a new filing procedure in the Badge Office. The files in question include the notification of "Security Approval" (Form #1173) on EOD's prepared by the Personnel Security Division, Clearance Branch. Copies are sent to the originating Office of Personnel, to the SRD File, and to the suggester's Identification Section to advise them that the subject is entitled to a badge, if and when the Office of Personnel hires him.

Since several weeks usually pass between the arrival of Form 1173 and the day the subject enters on duty, this file soon becomes bulky, difficult to manage, and related procedures interfere with smooth processing of EOD's.

B. Summary of Evaluation

Records Administration Officer, OS, reported that the proposed change in filing clearance notices and in the related badge processing procedure was adopted as an improvement. Chief, Physical Security Division, OS, said the suggestion had a moderate degree of benefit, limited to the immediate work area.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$20 Award based on Intangible benefits (SLIGHT/LIMITED).

D. Decision of the Chairman

STATINTL

A/ [REDACTED]
Chairman, Suggestion Awards Committee

\$20.00
Award

26 Feb '64
Date